

**BOARD COORDINATING PAROLE AGENT,
YOUTHFUL OFFENDER PAROLE BOARD**

**JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: March 10 – 14, 2008

Collective Bargaining Identification: R06

Job Analysis Conducted By: Tamara Martinez-Long,
Associate Personnel Analyst
Office of Selection Services

Number of Incumbents: There are 6 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated March 3, 2008.

Names of the Subject Matter Expert(s) and their background:

James Farris, Board Coordinating Parole Agent, Youthful Offender Parole Board (BCPA), Division of Juvenile Justice, Juvenile Parole Board

Mr. Farris has been a BCPA with the California Department of Corrections and Rehabilitation (CDCR), Juvenile Parole Board for 14 years. Previously, he acted as the Assistant Executive Officer for the Juvenile Parole Board. Mr. Farris has been with the CDCR for 38 years.

James Peterson, BCPA, Division of Juvenile Justice, Juvenile Parole Board

Mr. Peterson has been a BCPA with the CDCR, Juvenile Parole Board for 16 years. Previously, he worked as a Board Representative with the Juvenile Parole Board for 4 years. Mr. Peterson has been with the CDCR for 40 years.

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INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board's classification specification
- Subject Matter Experts (SME's)

Other sources were viewed for information (observed a Parole Violation Hearing with SME's, in which the Board Coordinating Parole Agent was performing job duties) and included in the job analysis.